

FIRE PREVENTION PRACTICE # 1.11

August 25, 1999

TO: All Fire Prevention Personnel

FROM: Steve Zaccard, Fire Marshal

RE: RIVER CENTRE AFIRE WATCH@ BILLING

"THIS PRACTICE IS TO SERVE AS A PROCEDURAL GUIDE FOR YOU TO FOLLOW. EXCEPTIONS TO THIS PRACTICE SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR".

Inspectors will be assigned fire watch on a rotating basis each month, covering events that have the potential for overcrowding, exiting deficiencies, or other fire code problems. If you pass on an opportunity to work, the event distribution slip will rotate to the next person on the list.

A bill will be sent to the promoter through the department accountant. You can choose overtime or compensatory time subject to approval.

There will be sign-in sheets in the building engineer's office, located in the concourse between the arena and the Wilkins basement. Sign in on the slip (copy attached) when you can determine how many hours you will be working, usually near the end of the event. INVOICES WILL NO LONGER BE USED.

Turn in your overtime or compensatory time slip to your supervisor the next working day. A copy of the slip must go to Pat Fish to assure the promoter is billed.

If you have problems with any event at the River Centre, be sure to report to your supervisor so that these issues can be resolved with the promoter in the future.

Attachment

cc: Trudeau
Mentes

Issued: 3/24/96

Latest Revision: 8/25/99